

EROS INSTRUCTION NO. I046

Title: File Plan Approval Process for Administrative Records

Effective Date: January 1, 2008

Responsible Official: EROS Archivist or Records Liaison Officer

References: General Records Disposition Schedule
<http://internal.usgs.gov/gio/irm/grds.html>

Summary: This instruction establishes the process for annual review and approval of Administrative File Plans created by USGS and contract Administrative Support staff.

Scope: Center-wide.

Definitions: Administrative Files. Files that support the agency's mission activities, but do not directly document the performance of mission functions and are common to most organizations. Examples of administrative files could be, but are not limited to, purchase orders, travel vouchers or personnel folders.

General Records Disposition Schedule (GRDS). The USGS GRDS provides mandatory disposition instructions for administrative records common to most Federal agencies.

File Plan. A file plan is a document containing the GRDS identifying number, title, description and disposition authority of files held or used in an office.

Records Liaison Officer (RLO). The individual responsible for overall coordination of records programs. Each Discipline and USGS Region has a RLO. The EROS Archivist is the Geography Discipline RLO.

Records Liaison Coordinator (RLC). Acts as a liaison with the RLO in all phases of annual updating, retrieval and disposition. Each Discipline and

USGS Region has a RLC. The Mission Support Team Administrative Assistant is the Geography Discipline RLC.

Records Series. A group of similar records that are used, filed, and disposed of in the same way. Records Series often include original documents.

Instruction:

A. Roles and Responsibilities.

The Responsible Official will ensure that all administrative files are assigned to an approved records series and schedule for disposition. This official also ensures that records are appropriately stored and are kept separate from non-record material.

The RLO and/or the RLC will review all Administrative File Plans annually for approval.

Administrative Support Staff will be responsible for the creation and maintenance of the Administrative File Plan for their respective team.

B. Procedures.

1. Administrative Support Staff.

- a) Administrative Support Staff will complete and submit to the RLC, the "EROS Administrative File Plan Template" (Attachment 1), by January 20 of each fiscal year, indicating the suggested records series assignment for each of their files. This template will be used as a working document to verify the correct record series assignment. The RLO will review the template and return it with suggested changes and/or concurrence.
- b) Once final approval is received the Administrative Support Staff will submit the file plan to the RLO and/or the RLC. This process must be completed no later than January 30 of each fiscal year. The Administrative Support Staff will file a hard copy of the file plan in the front of the file drawer where the records are located.

2. Records Liaison Officer and Records Liaison Coordinator.

- a) The RLO and RLC will act as the points of contact for questions regarding records series assignment, disposition authority, and storage requirements.

C. Deliverables/Results.

An approved Administrative File Plan.

Review Date: This instruction will be reviewed by the RLO prior to 5 years from effective date. If a reissued or revised instruction is not issued at this time, this instruction will be terminated.

Attachments: 1. EROS Administrative File Plan Template

Approved:

/s/ James A. Sturdevant

4/12/07

R.J. Thompson
Director, EROS

Date

Distribution:

EROS USGS Employees
EROS Contract Employees